

FBI eFOIA Request Form

Instructions:

- 1) Please use this form only to request information about an organization, a business, an investigation, a historical event, an incident, or a group. **This form should not be used to submit Privacy Act requests for information about yourself or another living person.**
- 2) Required fields are marked. If you do not enter accurate and complete information, we may not be able to process your request.
- 3) After filling out the information, submit your request electronically by clicking the SUBMIT button at the bottom of the page. Please note: This is not a secure form, and we cannot guarantee the confidentiality of communications sent via the Internet.
- 4) You also have the option of typing your information into this form, printing it, and: (1) faxing it to (540) 868-4995/4996/4997; or (2) mailing it to **FBI, FOI/PA Request, Record/Information Dissemination Section, 170 Marcel Drive, Winchester, VA 22602-4843**. You can also e-mail the information to foiparequest@ic.fbi.gov.
- 5) For more information on how to prepare and submit your request, please call the FOIA Requestor Service Center at (540) 868-1535 or see the Requesting FBI Records webpage:
http://foia.fbi.gov/requesting_records.html

Dear FOIA Officer:

This is a request filed under the Freedom of Information Act.

Reasonably Describe the Records

Describe the records you are requesting. Be as specific as possible with regard to names, dates, places, events, subjects, etc. Please include any known file designations or descriptions for the records you seek.

Bear in mind that the FBI was not established until 1908 and has very few records prior to the 1920s. The Freedom of Information Act clearly states that records must exist at the time the request is submitted to be considered.

Enter description: You must submit a separate request for each subject: **(Required)**
Describe Subject/Incident of Request. Give Time Frame (if applicable).

Type of Requestor

Please provide information about yourself and the purpose of your request to help us determine your fee category: (Required)

Fees and Fee Waivers

Your request must include a statement that:

- (1) You agree to pay any fees that may be incurred to process the request;
- (2) Stipulates an amount you are willing to pay; or
- (3) Requests a specific waiver or reduction of fees.

Please select the statement that applies: (Required)

I agree to pay all applicable fees.

I agree to pay up to a specific amount for fees. (Enter dollar amount)

I request a waiver or reduction of fees.

Explanation for request of waiver or reduction of fees:

Expedited Processing

If you are seeking expedited processing, please choose one of the options below and provide a justification.

I believe a compelling need exists to warrant expedited processing because there is an imminent threat to the life or physical safety of an individual.

I believe a compelling need exists to warrant expedited processing because there is an urgency to inform the public concerning actual or alleged federal government activity (Note: This option is available ONLY for requestors primarily engaged in disseminating information).

Please provide your specific justification for expedited processing:

Thank you for your consideration of my request.

Sincerely,

Title: (Mr. Mrs. Miss, etc.)

Name: (Required)

Organization: (Required if applicable)

Street Address: (Required)

City: (Required)

State: (Required if applicable)

Or Country: (Required if applicable)

ZIP or Postal Code: (Required)

Phone #1:

Phone #2:

Fax Number:

E-mail address:

Secondary address: